

MEMORANDUM

TO: SEAS Faculty

FROM: James H. Aylor, Dean
Louis T. Rader Professor

DATE: September 1, 2008

RE: Course & Curriculum Approval

At the May 22, 2007, SEAS faculty meeting, a new policy on course approval was announced. Below is a revision of that policy that incorporates the process for curriculum changes:

Course and Curriculum Approvals/Changes:

1. Course/curriculum proposal approved by department.
2. Submission of proposal to SEAS Undergraduate or Graduate Curriculum Committee.
3. SEAS Committee reviews proposal and provides initial decision.
4. SEAS Committee forwards proposal, via email, to the entire faculty for discussion.
5. Faculty has two weeks to respond/discuss via email.
6. After two weeks, proposal will be brought back to the SEAS Committee for a second and final decision by the Committee.
7. If, during either meeting, a SEAS Committee member feels the proposal should go to a SEAS faculty meeting for discussion and decision, then that member may make a motion to that effect. In order for the motion to pass, 25% of the entire SEAS Committee must concur; otherwise, the proposal will not be taken to a SEAS faculty meeting and the decision will reside with the SEAS Committee.
8. If approved, SEAS Committee will work with the department to submit the course/curriculum action to the Dean's Office for inclusion in the course catalog.